

**Riverside Cemetery District
Board Policy**

EMPLOYEE RIGHTS AND RESPONSIBILITIES

Policy 74

All employees have a responsibility to make themselves familiar with and abide by the applicable laws of the state, the policies of the Board, and the regulations designed to implement them.

All employees will be expected to carry out their assigned responsibilities with conscientious concern. Essential to the success of ongoing cemetery operations are the following specific responsibilities, which will be required of all employees:

Faithfulness and promptness in attendance at work.

Support and enforcement of policies of the Board

Diligence in submitting required reports promptly at the times specified.

Care and protection of cemetery property.

Concern and attention toward their own and the Board's legal responsibility for the safety and welfare of visitors

Adopted: 11/9/2004